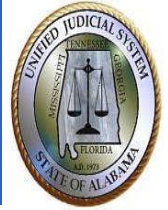




AOC Newsletter



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Judicial Building Under Repair

By Robert Rygiel, AOC Court Services



Dexter Avenue side of the Heflin-Tolbert Judicial

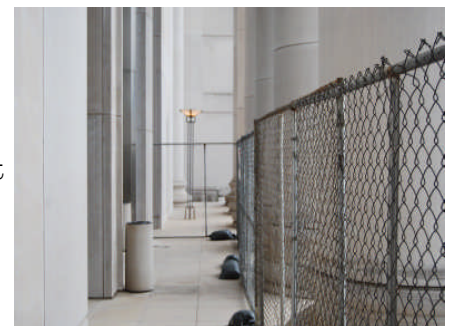
renovations. While the fences are unsightly, repairs are going smoothly and are expected to be completed within a year, the original timeline.

More than three years ago, Chief Justice Sue Bell Cobb vied for and was able to receive a \$10 million bond for repairing and waterproofing the Judicial Building. The preliminaries for the project began immediately with the architect working from the 1993 designs. Earlier this year, the project was divided into two separate projects: The first and immediate goal was to replace the antiquated access control system (swipe-card security system) because it was failing. This necessary measure was completed on March 1st of this year.

The second project was everything else. The contractor, JESCO, Inc., a nationwide company, was released to begin the bulk of the work a few months later on July 1st. This second project is what is happening presently and apparent to all passersby.

JESCO is managing an almost unimaginable amount of tasks, including pulling back the front stairs and inspecting the concrete for cracks. The former waterproofing system failed within a year from the date that the building was constructed; hence, this project has been long overdue. The stones, however, are carefully being lifted so that they may be reused along with the granite also being pulled up. The flat limestone portion of the stairs is brittle and weakened, so the contractors are removing it from the site.

Other renovations and repairs include waterproofing the dome, roof, and plaza, replacing the audio/visual, specifically recording, equipment throughout the building, and implementing a new building automation system. This new system will control all common area lightening, heating, and air, and will replace ten or more of the time clock systems.



Fences surrounding entrance

CONTINUED ON PAGE TWO...

If you have ideas for an article or would like to be heard in the AOC Newsletter, please email submissions to Newsletter@alacourt.gov. We reserve the right to edit articles for content and size.

JUDICIAL BUILDING UNDER REPAIR *cont.*

The new automation system will be able to compartmentalize these aspects so that they may be controlled from one operating area, not several in different and inconvenient locations around the building.

New landscaping will be put in the plaza area along with exterior lighting. The landscaping will focus on trees to compliment the building's exterior and add greenery to the grey.

The focus is currently on the westside of the Judicial Building, and after completion, will shift to the eastside. Brad Roate, Assistant Judicial Building Engineer, explained that "Once the first phase is done, people will be able to see what the rest [of the building] will look like." Heavily optimistic, he added that "People will be very pleased."



Corner of Dexter Avenue and Hull Street

Finally, the building's courtyard is also getting a face lift. The cascading waterfall has been turned off for over a month because of a leakage problem. The majority of the grass will be removed, and a large concrete patio will be put in with a sitting area in the center. Trees will be added to the courtyard, and the waterfall will once again run. Roate described how the area's "going to look really nice out there." With all of the plans and his vivid descriptions, Roate is undoubtedly right.

AOC Requests Users to Logoff Computers

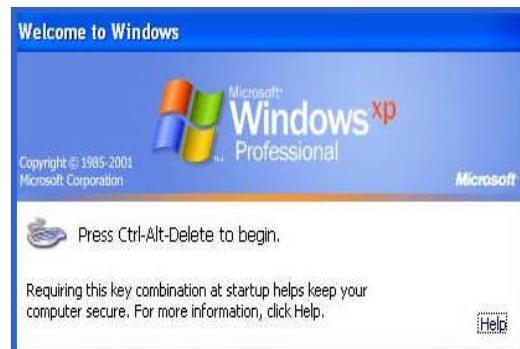
Technology Tip!

Over the next few weeks, AOC will be running Microsoft Windows Updates on all UJS computers. We will schedule these critical updates to run during off hours. However, the computers must be at the Windows Logon Screen at night and on the weekends in order to run the updates properly. Please note that if your computer is locked or turned off, these Updates cannot run at night and will run at the next login. This may cause your computer to lag or be slower than normal while the updates are running. Some updates may even force a restart of your PC upon completion. Therefore, please make every effort to leave your computer on at the Windows Logon Screen each night and on the weekends.

AOC recommends that you Log Off your computer before you leave the office each day and leave the computer at the Windows Logon screen. To do this, complete the following steps.

- Close all applications
- Click on Start then Log Off
- At the Log Off Windows box, click Log Off button to confirm

This will log off the computer and bring it to the Windows Logon screen. If any computers in your office are already turned off, please press the power button on the tower to turn the computer on. It will boot up to the Windows Logon screen.

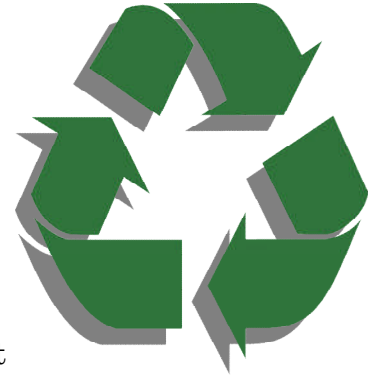


Recycling the Courts

By Robert Rygiel, AOC Court Services

Nowadays, avoiding unnecessary expenditures is essential. Seemingly unrelated, our environment is being damaged daily. Conservation efforts, however, can help with both of these problems at the same time, ultimately saving money and the environment.

The following list is not exhaustive and there are always more progressive and innovative approaches. These steps can be taken in the courthouses and even at home. With just a bit more effort, recyclables can be placed in the right places, electricity can be saved, and our planet and budget can be preserved.



- **P**rint out only when necessary and try to use as little paper as possible. Use the backsides of paper if printing for draft purposes. Additionally, set up a recycle bin for used paper.
- **C**reate a centralized recycling center where cans, plastic bottles, and any other recyclables can be placed. Make sure that the recyclables are actually being taken to a specialized center instead of being thrown in with the general trash.
- **T**urn off office lights when not in the office.
- **D**o not turn off computers at the end of each day. This is a significant drain of electricity, and continually turning off a computer is damaging to the computer, itself. When leaving a unit, put the computer on standby or sleep mode instead.
- **C**onsider going green. The federal government offers grants to help make a building more economically and environmentally friendly by providing funds for solar panels, sensory lighting, etc. To see if there are upcoming or present federal offerings, visit <http://www.grants.gov>.

For more ideas, visit http://www.ccsolidwaste.org/Recycling_ideas.htm or <http://www.epa.gov/epahome/workplac.htm>.

Going green is a popular term used to describe the process of changing one's lifestyle for the safety and benefit of the environment. People who “go green” make decisions about their daily lives while considering what impact the outcome of those decisions may have on global warming, pollution, loss of animal habitats, and other environmental and economic concerns.

Password Security

By Robert Barclay

Network access control is achieved through two distinct parts: identity management and authentication. Identity management is accomplished through the use of a username. Most organizations use one of two standards: “first name.last name” or “last name & first initial.”

Authentication is achieved through the use of a password or passphrase. When the user name is combined with the password, the user is granted privileges and access in accordance with established policy.

Unfortunately, passwords are the weakest link in IT Security. Firewalls, intrusion detection, and other security mechanisms do not detect or prevent compromised accounts. If someone compromises your account, that individual now has **full access** to your data, programs, etc. And why not, the system believes it is you?

To protect against compromises, passwords need to be strong and changed on a regular basis (industry standard is every 90 days). By “strong password,” the password must be a minimal of twelve characters (sixteen if the user has escalated privileges) and contain at least one lower case letter, one upper case letter, one number, and one special character (i.e., !, @, ?, etc.).

Passwords should never be written down, placed under a keyboard, on the monitor, in a desk drawer, or emailed. Never give your password to anyone including a coworker, the Helpdesk, or any other IT Department personnel. Your password is **YOURS** and **ONLY YOURS**.

Here is an excellent way to create a strong password with an easy way to remember it:

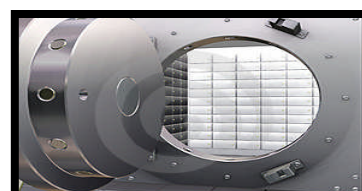
Take a favorite saying and use the first letter of each word. Swapping I's for !, the letter O for the number 0, the letter A for @, the letter t for +, etc. Example: To quote English humorist Douglas Adams, "I refuse to answer that question on the grounds that I don't know the answer." This may translate to the following password: **!r+atQ0tgtIdkt@** or it can also translate to **!R+@q0Tg+!dKT@**, or many other possibilities.

TIP of the Month: At the end of the day, log off your computer rather than shutdown. The IT Department pushes patches and updates in the evening when network traffic is at its lowest. If the computer is turned off, it will not receive these critical updates in the evening. This forces the updates to your computer during the day when you are logged on, slowing down your system and possibly forcing your system to reboot.



Strong Password

Vs.



Weak Password



**Employee Recognition Program
Employee Years of State Service
for August 2009**



We would like to recognize the following **Employees** who have reached a milestone in their career with the **State of Alabama** by attaining the mentioned years of state service.
Congratulations to each of you!

Name	County	Years of State Service	Name	County	Years of State Service
Linda J. Mosley	Mobile	35	Gary L. Parker	Jefferson	10
Shirley M. Mitchell	Mobile	30	Elizabeth J. Mills	Chilton	10
Deborah T. Rancher	Sumter	25	Joann A. McGhee	Marengo	10
Sandra G. Huovinen	Talladega	25	Tina M. Gilbert	Jefferson	10
O'Neal Hardmon	Macon	25	James C. Wood	Mobile	10
Jo Celeste Pettway	Wilcox	25	Sheree W. Cater	Pike	5
Yvonne H. Hicks	Washington	25	Nancy M. Dixon	Mobile	5
Twyla G. Smith	Crenshaw	25	Kathy H. Ripka	St. Clair	5
Teresa Ann Sims	Lauderdale	25	Olympia H. Goldsby	Dallas	5
Renita H. Arnett	Coosa	25	Annie A. Parden	Clarke	5
Crystal L. Johnson	Colbert	20	Robert M. Lassiter	Lee	5
Harold L. Blackwood	Blount	20	Tina D. Crumpler	Bibb	5
Charlotte Parkinson	Talladega	20	Kimberly L. Holley	Hale	5
Geraldine Gardner	Lee	20	Nyaesia M. Campbell	Tuscaloosa	5
Vickie I. Harris	Jefferson	15	Chadrick W. Milam	Talladega	5
Brady E. Mendheim	Houston	15	Marcia A. Manning	Jefferson	5
Angela Y. Browning	Bessemer	15	Crystal M. Harris	Jefferson	5
David R. Love	Macon	15	Denise L. Mixon	Marion	5
James M. Freeman	Clarke	15	Deanna J. Little	Houston	5

**Attn:
Clerks**

Receipting ECPY Payments in SJIS

The disbursements of the money generated from the image charges within Alacourt.com and AlacourtACCESS (i.e., Just One Look) began July 2009. Please do not receipt these payments manually by building the fee sheet. Rather, please receipt from the FV01 screen.

- In SJIS from the FV01 screen, in Office 5 tab down to the ECPY payment you wish to receipt.
- Place an X in the Action Field and hit Enter on the Keyboard.
- The Fee Sheet will already be built. Press Enter to receipt the payment.

NOTE: These payments are Credit Card payments so they will be receipted as **K** payment types. Please reference the payments on the FV01 screen with the email sent from AlaPay each month showing the disbursement to the Clerk's account.

If you have any questions regarding this process, please contact the SJIS Help Desk sjishelpdesk@alacourt.gov 1-866-954-9411 option 1, then option 2.